

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Irvin Hicks / Management Counselor

ANNOUNCEMENT NUMBER: 2015-033

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: VISA FRAUD INVESTIGATOR, FP- 6
FSN - 8

FP FINAL GRADE WILL BE DETERMINED BY THE
APPROPRIATE STATE DEPARTMENT OFFICE

OPENING DATE: October 05, 2015

CLOSING DATE: October 19, 2015

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: *ORDINARILY RESIDENT: 85,748,515 FG P.A.
(STARTING SALARY) (POSITION GRADE: FSN-8)

*IF CANDIDATE IS A "NOR" CANDIDATE OR "AEFM" CANDIDATE,
PLEASE CONTACT HR FOR ADDITIONAL INFORMATION ON
COMPENSATION

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Only complete application: filled DS-174 + documentation (Education and Work
including start and end dates, certificates, trainings, awards, driver's license) that
address the qualification requirements of the position will be **considered for
screening.**

**APPLICATIONS CAN EITHER BE BROUGHT TO THE US EMBASSY'S MAIN ENTRANCE
OR BE SENT TO: ConakryHR@state.gov.**

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT. 4298/4178 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS RECEIVED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Conakry is seeking individuals for the positions of Visa Fraud Investigator in the Mission's Consular Office.

Basic Function of Position

This employee is responsible for conducting all investigations and interviews involving potential fraud in visa cases and other consular matter, including those initiated by post and those requested by other government agencies. The employee assists the Fraud Prevention Unit and other relevant bodies. The employee is supervised directly by the Fraud Prevention Manager.

Major Duties and Responsibilities:

Conduct a wide range of complex consular fraud investigations involving potential fraudulent visa applications. Investigate potentially fraudulent invitations, documents, passports, and visas. Communicate with individuals in Guinea and the United States in order to determine the bona fides of an application. Investigates written reapplication cases at the request of the Consular Officer. Also conducts investigations at the request of the Department of Justice and other government agencies. Report results to the requesting official through the fraud Prevention Manager. Through the RSO office, works with local law enforcement organs in cases of extreme misrepresentation.

Conducts interviews with applicants suspected of potential fraud. Prepare a written report of findings to interviewing officer indicating whether or not evidence of fraud was detected. In cases involving a CAT or CATII finding, drafts memos to the files.

Maintain all fraud-related files and the Fraud Prevention Unit's computer database.

Provide translation and interpretation assistance to the Fraud Prevention Manager.

Communicate with contacts in the Ministry of Foreign Affairs, local law enforcement authorities, Border Control, other foreign embassies, key business and religious organizations, and U.S embassies in other countries in order to detect instances of suspected fraud.

Serves as the backup ACS assistant, assisting with passport renewals, Consular Reports of Birth Abroad, and other duties as assigned.

Provide other assistance as needed to the Fraud Prevention Manager and other Officer in the section.

QUALIFICATIONS REQUIRED

Completion of secondary school is required or a minimum of one year work experience.

One year of Clerical/Secretarial experience work, involving contact with the public.

Level IV English and French Level IV reading/writing/speaking are required.

A good working knowledge of large organizations internal operating procedures is required.

Good typing skills; knowledge of Windows NT, Excel, Word processing and other specialized computer programs are required.

Must have the ability to exercise tact, patience and good judgment in dealing with the public

SELECTION PROCESS:

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment days.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar day of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. AEFMs must have a minimum of 8 months remaining at post to qualify for consideration.
6. The candidate must be able to obtain and hold medical and security clearances

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as Locally Employed Staff Family Member (DS-174) which is available at http://Conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO

Human Resources Office - ConakryHR@state.gov or at the U.S Embassy's main entrance

Attention: Management Officer
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

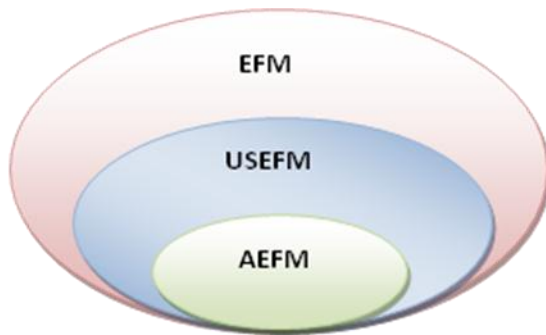
Telephone: 655 10 40 00 FAX: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: OCTOBER 19, 2015

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad ; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- **Is** listed on the travel orders **or approved Form [OF-126](#), Foreign Service Residence and Dependency Report**, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed **service** member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- **Is** residing at the sponsoring employee's post of assignment abroad or, as appropriate.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References